

805C-42A-1291
Process a Request for Personnel Actions
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: While assigned as a HR Specialist you are providing assistance to Soldiers who are requesting Personnel Actions. You have access to Soldiers' supporting documents, DA Form 4187 (Personnel Action), DA Pam 600-8 (Military Human Resources Management Administrative Procedures), HR enabling systems, and standard office supplies. This task should not be trained in MOPP 4.

Standard: Prepare an error-free request for Personnel Action ensuring the Soldier's data is correct, all necessary forms are complete, required documentation is attached, and it meets Army regulatory requirements.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You have received a Request for Personnel Action (DA Form 4187) from a Soldier in your unit.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes:

Performance Steps

1. Prepare the DA Form 4187.
 - a. Enter the "THRU" unit address.
 - b. Enter the "TO" unit address.
 - c. Enter the "FROM" unit address.
 - d. Complete Section I - Personal Identification
 - (1) Name.
 - (2) Grade or Rank/PMOS/AOC.
 - (3) Social Security Number.
 - e. Complete Section II - Duty Status Change (when applicable).
 - f. Complete Section III – Request for Personnel Action.
 - (1) Place an "X" in front of the action requested.
 - (2) Specify reason if an "X" is placed in front of the "Other" action.
 - (3) Obtain Soldier's signature (when required) and date application.
 - g. Complete Section IV - Remarks.
 - (1) Enter required information for the request based on applicable Army regulation.
 - (2) Use continuation sheet if needed.
 - h. Complete Section V - Certification/Approval/Disapproval.
 - (1) Block 11 - place an "X" in the appropriate box.
 - (2) Block 12 - enter the Commander/Authorized Representative's signature block.
 - (3) Block 13 - obtain approving authority signature.
 - (4) Block 14 - enter date.
2. Attach all required enclosures to completed DA Form 4187.
3. Forward DA Form 4187 to appropriate agency for processing.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared the DA Form 4187.			
a. Entered the "THRU" unit address.			
b. Entered the "TO" unit address.			
c. Entered the "FROM" unit address.			
d. Completed Section I - Personal Identification.			
e. Completed Section II - Duty Status Change (when applicable).			
f. Completed Section III – Request for Personnel Action.			
g. Completed Section IV - Remarks.			
h. Completed Section V - Certification/Approval/Disapproval.			
2. Attached all required enclosures to completed DA Form 4187.			
3. Forwarded DA Form 4187 to appropriate agency for processing.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DA FORM 4187	PERSONNEL ACTION	Yes	Yes
	PAM 600-8	MILITARY HUMAN RESOURCES MANAGEMENT ADMINISTRATIVE http://www.apd.army.mil/pdffiles/p600_8.pdf	Yes	Yes

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7010-01-480-4355	Z39781	Army Human Resources Workstation	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-1043	Maintain Records Using Army Records Information Management System (ARIMS)	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None